NSA New Hire / COOP Student Relocation Information Sheet

Please email (Relocation@nsa.gov) or fax (410-854-1960) this Information Sheet along with either the DD Form 1618 (CONUS) or the DD Form 1617 (OCONUS-outside the U.S. to include Alaska and Hawaii) to the Relocation Program Manager. *Please print clearly.*

Name (first, middle initial, last): _____

Type of Hire: Long Distance ـــــــ   COOP Student ـــــــ   Grade: GS ــــــــــــ

Recruiter (person that signed your Final Job Offer letter): _____

Permanent Residence (city and state only): _____

Daytime Phone #: _____   E-mail: _____

Dependents (name, date of birth, and relationship) to include spouse and children/stepchildren (under the age of 21) who will be relocating:

Enter on Duty (EOD) Date: _____   Date at the top of your Final Job Offer letter: _____

Number of rooms to be moved from current residence (excluding bathrooms): _____

Additional pickup of household goods, Yes ـــــــ   No ـــــــ , if Yes, # of rooms: _____

Location (address, city, state): _____

Vehicle shipment (if Yes, limited to one vehicle), Yes ـــــــ   No ـــــــ

Departure date for traveling to the Agency/School: _____

How do you plan to travel to the Agency/School?   Drive: _____   Fly: _____   Train: _____

If flying, from which airport?_____

If driving, approximately how many miles is it from your current residence to Fort Meade, MD or applicable field site (traveling by the most direct route)? _____

If you have delayed dependent travel, what date will they be traveling and by which mode of transportation?

_____

Additional Information: _____

Signature: _____   Date: _____